



## File Format for Uploading Enrollment

The file must contain a record for each combination of GRADE, GENDER, and RACE for which the school has an enrollment count. This is the same data you would input manually into the ADC Disaggregated Enrollment form. See below for a sample file. The first two fields MUST contain the district number, and school number, respectively.

**Please remember, this is NOT a student level record, it must be rolled up to the disaggregate level of GRADE, GENDER, and RACE.**

- **LeNumber** – *Char (4) OPI Assigned* - District number for school submitting an enrollment file (the numeric part of their LeXXX logon). All **4** digits must be included.
- **ScNumber** – *Char (4) OPI Assigned* - School number for school submitting an enrollment file (the numeric part of their ScXXXX logon). All **4** digits must be included.
- **CollectionCycle** – *Char (10)* - “FALL” for October count, “TESTING” for Spring count.
- **Grade** – *Character(2)* - Actual grade of students from list below:
  - PK – Pre Kinder
  - K -- Kinder
  - 1
  - 2
  - 3
  - 4
  - 5
  - 6
  - 7
  - 8
  - 9
  - 10
  - 11
  - 12
  - P1 -- Pre First
  - UE – Ungraded Elementary
  - UM – Ungraded Middle School
  - UH – Ungraded High School
- **Gender**, *Char(1)*, “M” or “F”

- **RaceType**, *Char(2)*, choose Code Value from description list below:
 

<b>CODE</b>	<b>DESCRIPTION</b>
○ 01	American Indian/Alaskan Native
○ 02	Asian
○ 03	Hispanic or Latino
○ 04	Black or African American
○ 05	White, Non-Hispanic
○ 06	Native Hawaiian or Pacific Islander
- **EnrollmentCount**, *Numeric*, Enrollment count for the Grade/Gender/Race selected.
- **FreeAndReducedLunchParticipant**, *Numeric*, Free and Reduced Lunch Participant count for the Grade/Gender/Race selected.
- **SpecialEdEligible**, *Numeric*, Special Education Eligible count for the Grade/Gender/Race selected.
- **LimitedEnglishProficient**, *Numeric*, Limited English Proficient count for the Grade/Gender/Race selected.
- **Migrant**, *Numeric*, Migrant count for the Grade/Gender/Race selected.
- **AbsentCount**, *Numeric*, Number of Students Absent for the Grade/Gender/Race selected.
- **FreeAndReducedLunchParticipantAbsent**, *Numeric*, Free and Reduced Lunch Participant Absent count for the Grade/Gender/Race selected.
- **SpecialEdEligibleAbsent**, *Numeric*, Special Education Eligible Absent count for the Grade/Gender/Race selected.
- **LimitedEnglishProficientAbsent**, *Numeric*, Limited English Proficient Absent count for the Grade/Gender/Race selected.
- **MigrantAbsent**, *Numeric*, Migrant Absent count for the Grade/Gender/Race selected.
- **PartTime**, *Numeric*, Count of part time students (under 181 hours), \*Testing Cycle Only\*  
 Note: Only count grades 3-8, and 10; enter 0 for all other grades.
- **FreeAndReducedLunchParticipantPartTime**, *Numeric*, Free and Reduced Lunch Participant Part Time count (under 181 hours) for the Grade/Gender/Race selected: \*Testing Cycle Only\*
- **SpecialEdEligiblePartTime**, *Numeric*, Special Education Eligible Part Time count (under 181 hours) for the Grade/Gender/Race selected \*Testing Cycle Only\*
- **LimitedEnglishProficientPartTime**, *Numeric*, Limited English Proficient Part Time count (under 181 hours) for the Grade/Gender/Race selected \*Testing Cycle Only\*
- **MigrantPartTime**, *Numeric*, Migrant Part Time count (under 181 hours) for the Grade/Gender/Race selected \*Testing Cycle Only\*
- **EnrollmentNineteen**, *Numeric*, count of 19 year old students for 10<sup>th</sup> Grade Only/Gender/Race, \*Testing Cycle Only\*  
 Note: Only count Grade 10; enter 0 for all other grades.

